

**NATIONWIDE JOB OPPORTUNITY ARMY NATIONAL GUARD ACTIVE
GUARD/RESERVE (AGR) JOB VACANCY**

**STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5410 Bishop BLVD
CHEYENNE, WYOMING 82009**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title:	Survey Team Leader
Announcement No:	16-A122
Opening Date:	22 June 2016
Closing Date:	26 July 2016
Minimum Grade Auth:	O-1 / 2LT
Maximum Grade Auth:	O-3 / CPT
MOS Criteria:	74A00
Security Clearance:	SECRET
Unit/Duty Location:	84TH Civil Support Team (WMD), Cheyenne, Wyoming
Nominating Official:	Lt Col Holly Shenefelt, Commander, 84th CST
Area of Consideration:	This vacancy announcement is open to current members of the Wyoming Army National Guard and those eligible to transfer to or join the Wyoming Army National Guard.

2. All applicants must submit to the Human Resources Office (HRO) all of the documents listed under the "Instructions for Applying" section. Individual must possess at least a **SECRET** clearance prior to submitting application package to HRO. Failure to obtain or maintain a Secret clearance will result in removal from the AGR program. Must meet eligibility criteria as prescribed in NGR 600-5 and AR 135-18. Must meet any special requirements as specified in the Job Vacancy Announcement.

3. **Initial AGR tour is a probationary 3 year period, continuation past 3 years is based off approval of the chain of command and WY ARNG Chief of Staff. Per WYMD 335 MPP, all WY ARNG AGR Initial AGR Tours will be for 36 months upon being awarded the duty MOS or 36 months if already DMOSQ for the position being occupied. Except in the event of mobilization or force structure changes; reassignment within the first 18 months requires prior approval of NGB-ARM (NGR 600-5, 2-6f.) These timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.**

4. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until

verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).

BRIEF POSITION DESCRIPTION

Responsible for tracking CST personnel entering/exiting an incident site and developing a record keeping system to track the hazardous material training certifications of CST Survey Teams.

Knows NBC antidote administration and safe patient extraction, crime scene/evidence preservation techniques, and demonstrates the ability to utilize Standard Operating Procedures (SOPs) to monitor Survey personnel operating in the Hot Zone.

Uses the National Institute for Occupational Safety and Health (NIOSH) Guide to select the appropriate PPE for CST Survey Teams.

Able to operate in the Incident Command System (ICS) employed at the state or local level.

Acts as the CST Survey (Hazardous Materials) Team Leader when CST personnel are conducting operations in a Hot Zone or contaminated area.

Assigns specific Hot Zone team functions on incident response.

Occupies a position in a location to observe (team member) Hot Zone operations.

Develops identification, and sample collection actions in the Hot Zone/contaminated area.

Meet with designated civilian government agencies and/or senior military leaders to discuss WMD CST concept, mission, and/or plan WMD CST participation in a state or local WMD response.

Attend designated agency threat briefings.

May serve as a CST liaison point of contact with emergency response agencies and incident commanders on CST WMD detection, sample collection and monitoring capabilities.

Develops the Survey Team's overall force protection concept and provide the concept to the WMD CST Force Protection Officer/Hazardous Materials Safety Leader.

As required, provides a survey team readiness status report for the operations officer.

Develops survey, detection, monitoring, and sampling mission criteria to ensure mission assessments are forwarded to the Operations and Hazardous Material Safety Officers.

Must live within 45 miles of Cheyenne, WY.

On Call 25/7/365

Will perform other duties as assigned.

ELIGIBILITY REQUIREMENTS

1. **This vacancy announcement is open to current members of the Wyoming Army National Guard and those eligible to transfer to or join the Wyoming Army National Guard.**
2. Must meet Fitness Test standards IAW FM 7-22. Physical Fitness Training and testing will be ongoing.
3. Applicants must meet height/weight standards as prescribed in AR 600-9.
4. Must meet medical standards in accordance with chapter 3, AR 40-501.
5. Army National Guard members on the Army Body Composition Program are ineligible for entry into the AGR Program. Members must meet the weight requirements at the time they are placed in the AGR Program.
6. Must meet eligibility criteria as prescribed in NGR 600-5 and Tables 2-1, 2-2 and 2-3 AR 135-18.
7. Applicants must not be subject to flagging action when entering into the AGR program.
8. Selected individual must extend/reenlist for a period equal to or greater than initial tour end date.
9. Must not have been previously separated for cause from active duty.
10. Must not have been separated from a previous AGR tour within the past 12 months.
11. Must meet any special requirements as specified on Position Description.
12. Must possess or be able to obtain the military occupational specialty (MOS/Branch) area of concentration (AOC) commensurate with the AGR duty position.
13. Failure to obtain and maintain a **SECRET** Security Clearance will result in removal from the AGR Program.
14. **Applicant's military grade cannot exceed the maximum military grade authorized for the position. Over grade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.**
15. Members must remain in the position to which initially assigned/reassigned for a minimum of 24 months. (The TAG may waive this requirement after selection).
16. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**Wyoming Military Department
Human Resources Office - AGR
5410 Bishop BLVD
Cheyenne, WY 82009**

All required forms must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms applicants may attach additional documents such as DD Form 214, completion of Training certificates, Letters of Recommendations/Endorsements, Etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor. Copies are acceptable.** The following forms and documents are required:

- **Cover letter**
- **Resume**
- **DA Photo**
- **NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position dated 11 November 2013:** Form may be found using the following url: http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm. Provide continuation paper as needed; **pay particular attention to Section IV and the requirement to fully explain “yes” answers; form must be signed and dated.** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Form must be signed and dated.**
- **DA Form 5500 or 5501-R;** Body Fat Content Worksheet (if applicable). Must be current and passing within 6 months as of the closing date of the announcement.
- **RCAS Generated Height / Weight Printout (Weight Control History):** Individual Record of Weight Control/Progress dated within last 6 months as of the closing date of the announcement. Must reflect a current passing record.
- **DA Form 705 – Army Physical Fitness Scorecard:** Must be a current, record passing score within 12 months as of the closing date of the announcement.
- **MEDPROS Medical Readiness printout or Periodic Health Assessment (PHA):** current within 12 months as of the closing date of the announcement.
- **ORB:** Personnel Qualification Record or ORB must show current MOS/Branch data, security clearance status
- **Last 5 OERs:** If less than 5, submit what is available. **A letter of recommendation or performance statement from the applicant’s military supervisor must be submitted by applicants not requiring an OER or those having less than five evaluations on file.**
- **SF 181:** Race and National Origin Identification Form.

NOTE: It is the responsibility of the individual Soldier applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical. Soldier must fully document any qualification, which may be waived IAW AR 135-18 or NGB 600-5.

SPECIAL REQUIREMENTS

- **This vacancy announcement is open to current members of the Wyoming Army National Guard and those eligible to transfer to or join the Wyoming Army National Guard.**
- **Ability to maintain a SECRET Security clearance.**

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of a permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR Program.
- New AGR accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the organization and TAG approval.
- **Applications must be received in HRO by close of business on the closing date of the announcement.**
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted, **except for those individuals currently deployed.**
- Do not submit applications in file folders, binders, etc...
- Applications will not be returned.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources office Point of Contact: SSG Adrienne Gibbs, (307) 772-5943 SSG Katie Upton (307) 772-5227 or CW3 Nathan Galloway, (307) 772-5220 / E-Mail:

ng.wy.wyarng.list.org-jobs@mail.mil

General Reference on HRO Hiring Procedures:

[Wyoming Military Department General Merit Placement & Promotion Plan](#)

SPMD: 2342 / 250

AGR: 572373

UNIT/PARA/LINE: W7MRAA 006/01